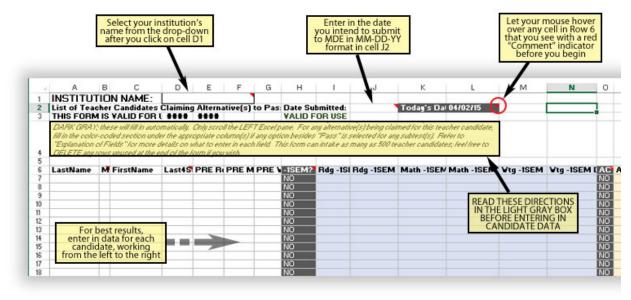
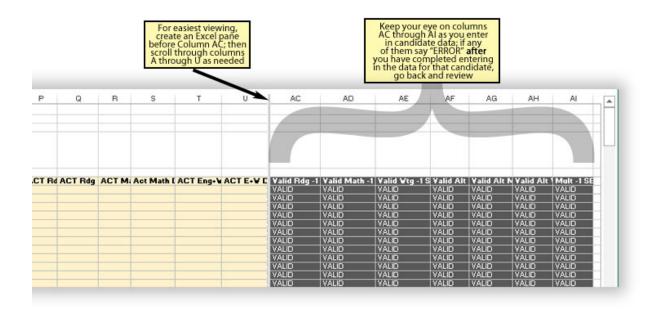
INSTRUCTIONS FOR USING THE PRE ALTERNATE PASSING SCORE INTAKE TOOL

- Before you use the tool, you may want to reference the PRE Alternate Scores information in the latest "Q&A" document, dated 3/9/15 that was sent out by the MDE on 3/26/15 to the DARTEP e-mail listsery. That document can be most easily found at www.michigan.gov/teachercert, under "Michigan Test for Teacher Certification."
- 2. Please download and use the Excel sheet titled "PRE Alt Passing Score Intake Tool" from www.michigan.gov/teachercert, under "Michigan Test for Teacher Certification."
- 3. When you open the tool for the first time, make sure that you are using the one that is valid for use, with the latest month of alternate -1 SEM scores included in its programming. You know you are using a valid form if you see "VALID FOR USE" in green appear in cell H3.
- 4. Before you get started, review the diagrams below.





- 5. Also, before you begin to enter in data, we recommend that you click on the tab titled "Explanation of Fields." Doing so will help you understand anticipate and avoid errors.
- 6. DO NOT ALTER any cells you see in DARK GRAY. Also, do not alter any data on the sheet titled "PossResp."
- 7. There are drop-down menus active for many of the cells. When you click your mouse in a cell, look closely to make sure if there is a drop-down that you can use.
- 8. The tool will accept candidate data, row by row, and it will check to make sure the entries of alternate scores and/or -1 SEM scores are valid. If you see an "ERROR" message in columns AC through AI, go back to that section and check your entry. Do not worry if an "ERROR" message shows while you are still entering in data, because the spreadsheet may simply be waiting for you to enter in something in another cell. Simply check to make sure there are no "ERROR" messages before going onto the next candidate you are claiming.
- 9. In columns E, F, and G, when you select an option that is not "Pass," the entry you select will automatically color-code itself blue, yellow, or green, prompting you to make sure you enter a valid alternate score in the appropriate color-coded section that follows to the right.
- 10. When you have entered in all of the candidates you are currently claiming, save the tool with your institution's name and the date in MM-DD-YY format in the file name, for example:

"PRE Alt Passing Score Intake Tool BAKER 04-03-05.xls"

and send to Dana Utterback at UtterbackD@michigan.gov. Make sure that the date you have on the filename matches what you inputted in cell J2.

- 11. Do not worry if you have more candidates that you have to claim at a later time! We will accept multiple intake tool forms for any institution. Just be sure that you are using the most current intake tool (new ones are posted monthly on or around the 19th-20th) and each new one has the submission date on the filename.
- 12. The MDE will confirm receipt for each form you submit, and we will confirm that the alternate scores have been successfully added to the candidate's MOECS record.
- 13. If you have any questions or feedback, Phil would love to hear them! Contact him at chasep2@michigan.gov or call at (517) 241-3960.